



ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

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Job Announcement **PROJECT ENGINEER**

The Alameda County Congestion Management Agency (ACCMA) is seeking a qualified individual to fill a new Project Engineer staff position being established to focus on delivery of transportation projects implemented by ACCMA. The Project Engineer will be responsible for the oversight and coordination of design and construction activities related to a range of projects including projects involving the State Highway System. Candidates should be familiar with the processes related to state and federal transportation funding including the roles and responsibilities of the various entities such as the Metropolitan Transportation Commission (MTC), the California Transportation Commission (CTC), the Federal Highway Administration (FHWA), the California Department of Transportation (Caltrans), and others involved in the administration and implementation of transportation improvement projects. Candidates should also be familiar with the Caltrans project development process and with Caltrans construction administration procedures. The Project Engineer should be proficient with the Microsoft Office Pro software package as well as Microsoft Outlook, Microsoft Access and Microsoft Project. Candidates should possess a Bachelor's degree, or higher, from a recognized college or university with a major in transportation planning, urban or regional planning, civil engineering or transportation engineering.

This position is a project level position anticipated to be funded for a minimum of 3-5 years. Funding for this position beyond this time frame will be subject to the CMA's project delivery requirements and the availability of grant funds.

The CMA is a transportation agency with a staff of thirteen and an annual operating budget of approximately \$6 to \$7 million. Alameda County is the sixth largest county in California with an economically and culturally diverse population of 1.4 million.

SALARY RANGE:	\$80,300 to \$110,700
APPLICATION DEADLINE:	5:00pm, Friday, October 1, 2004
APPLICATIONS AVAILABLE FROM:	CMA Offices (510) 836-2560 or through our website at accma.ca.gov
SEND APPLICATION TO:	Christina Muller, Administrative Manager Alameda County CMA 1333 Broadway, Suite 220 Oakland, CA 94612

SUMMARY

Under the general supervision of the Deputy Director of Programming & Projects the Project Engineer acts as the lead professional staff person responsible for a wide range of assigned projects to plan, engineer and analyze transportation related projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Deputy Director, Programming and Projects, in defining work goals and objectives
- Provide direction in evaluating and implementing the transportation engineering function
- Lead major work programs or projects, such as the implementation of major State and federal funding programs
- Manage engineering projects and consultants
- Monitor project progress and budgets as well as staff and consultant utilization
- Assist local agencies in the delivery of State and federally funded projects
- Act as a liaison between local agencies and Caltrans, the M.T.C. and the C.T.C. on funding and project delivery issues
- Coordinate with Caltrans the development of project study reports and delivery of projects on the State highway system
- Conduct transportation engineering research and analysis and write comprehensive technical and professional reports, including findings and recommendations
- Develop data, information, explanations, and other expert advice as needed by agency management, the Board, and its advisory groups
- Represent the A.C.C.M.A. before other agencies at meetings and presentations
- On a project-by-project basis, supervise temporary and provisional employees as well as consultants

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Extensive knowledge of the principles and legal environment of transportation engineering or planning
- Knowledge and understanding of the government-funding environment and processes
- Ability to effectively prepare and monitor budgets on a project-by-project basis
- Knowledge and understanding of financial and budgetary analysis
- Legislative developments affecting transportation programs and funding
- Knowledge and understanding of local transportation needs and problems
- Analysis and problem solving skills
- Decision making skills
- Leadership skills
- Supervisory skills
- Excellent written and verbal communication skills
- Flexibility

EDUCATION and/or EXPERIENCE

Minimum of a B.S. degree in Civil or Transportation Engineering, or related field.

Minimum of six years full time experience in transportation engineering or related field (possession of a Master's degree in an appropriate discipline may substitute for one year of the required experience).

Possession of valid registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.